

# MEETING MINUTES – Architecture Oversight Committee (AOC)

**Date of Meeting:** April 25, 2007

**Time and Location:** 10:00 a.m. – 12:00 p.m. State Data Center; 4430 Broad River Road;  
Conference Room 105

**Minutes Prepared By:** Pam Humphries

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## 1. Attendance at Meeting

Bob Arndt (DHEC)  
Ron Bass (Public Safety)  
Jeff Baumann (Forestry Commission)  
Martha Bode (SCANA Corporation)  
Dr. Bob Cape (College of Charleston), *by phone*  
Rod Davis (DHHS)  
Steve Flowers (State Accident Fund)  
Doug Harper (Transportation)  
Sam Jones (Budget and Control Board)  
Pat O'Cain (Division of the State CIO), *Chairman*  
Sandee Sprang (State Department of Education)  
Patricia Stephens (DSS)  
Kush Tata (Tech and Comp Ed)

## 2. Meeting Agenda

1. Welcome and Review Minutes
2. Presentation Services Domain Standards
3. Microcomputer Life Cycle Management – Best Practice
4. Knowledge Management Domain Standards

### 3. Meeting Notes, Decisions, Issues

- a. Minutes from the last meeting were **adopted** as presented.
- b. Presentation Services Domain Profile - Tom Barrett, DOC, presented the following Disciplines:
  - Desktop Hardware** – Recommendation was made to amend the Discipline Minimum Standards on page 2 by removing CD/DVD +/- RW and replacing it with CD/DVD-ROM. **Adopted as amended.**
  - Laptop Hardware** – Recommendation was made to amend the Discipline Minimum Standards on page 2 by removing CD/DVD +/- RW and replacing it with CD/DVD-ROM. **Adopted as amended.**
  - Client Operating Systems** – Recommendation was made to include an example under Exception Considerations by adding “specialized publishing needs”. **Adopted as amended.**
  - Collaborative File Formats** -- Recommendation to make as Best Practice rather than a discipline.
  - Dumb Terminals** -- **Adopted as presented.**
  - Desktop Productivity Tools** – Add “Open Office” on 2<sup>nd</sup> page under Miscellaneous Notes. **Adopted as amended.**
  - Web Accessibility** – **Adopted as presented.**
  - Computer Accessibility** – **Adopted as presented.**
- c. Microcomputer Life Cycle Management – Doug Drenning, CIO, **Adopted as presented.**
- d. Knowledge Management – Jim Ferguson, CIO, **Adopted as presented.**

Pat O’Cain then thanked the ATAC for their efforts in developing Accessibility Standards.

### 4. Action Items

Action	Assigned to	Due Date
a. CIO Technology Fair		05/31/07 Saluda Shoals
<i>Status</i>		
b.		
<i>Status</i>		
c.		
<i>Status</i>		

### 5. Next Meeting

<b>Date:</b>	Wed., May 23, 2007	<b>Time:</b>	10:00 a.m.	<b>Location:</b>	BRR-Rm 105
<b>Agenda:</b>					